

Scope of Work

The consultant will complete a gap analysis of the City's emergency management program and plans with the applicable local, state and federal laws and regulations regarding emergency management. Work to be completed by the consultant includes the following:

1. Review all relevant emergency management documents that pertain to the City of Sammamish, to include: the City's Emergency Management ordinances and resolutions, EOC Procedures Manual, EOC Tool Kit, Comprehensive Emergency Management Plan, agreements with other agencies or organizations, etc.
2. Interview stakeholders who are identified as being a key staff member or community partner during an emergency.
3. Evaluate the preparedness of the City's EOC.
4. Review all information in the context of what is required for compliance with Washington State law, Chapter 38.52 RCW, associated Washington Administrative Codes and Federal requirements.
5. Write an assessment and make recommendations for improvement of the City of Sammamish's Emergency Management Program. Specifically, the areas that will be addressed:
 - The need to update or write any required or recommended plans.
 - Training recommendations for City staff and Elected Officials.
 - Exercise of plans.
 - Clarifying the role and use of stakeholders, including registered volunteer disaster workers (CERT) and King County, in support of the City of Sammamish's program.
 - The City's primary and alternate Emergency Operations Centers (EOC).
 - Any additional items that come to light during the gap analysis of the City of Sammamish's Emergency Management Program and applicable laws and regulations.

Local Government Leadership Forum

Role of Elected Officials in Emergency Management

Sponsored by:



AWC in partnership with RMSA, WCIA, and WCRP, is pleased to invite you to this world-class training designed for any and all elected officials, including mayors, councils, commissioners and other elected department heads.

**April 28, 2016
Wenatchee**

Registration 8:00 am
Light Breakfast 8 - 9 am
Training 9 am – 3 pm
Lunch provided

Cost \$45

5 CML credits 

Scholarships available

Check with your risk pool for scholarship information.

To register:

- 1) Go to **www.awcnet.org** and click on the login button on the upper right-hand corner of the page. *Note: If you do not have an AWC username and password, you will be prompted to create one.
- 2) Click **"Upcoming Trainings & Events."**
- 3) Click **"Emergency Management Forum."**
- 4) Click **"Register Now."**

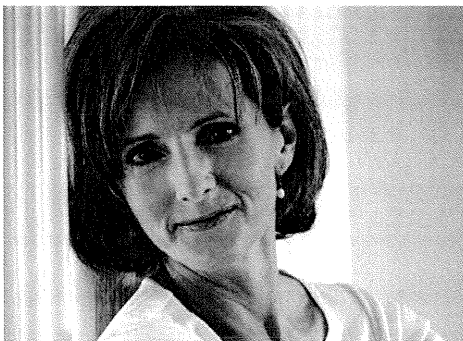
Questions? Contact
registration@awcnet.org or (360) 292-4361.

The top question asked by elected officials is: What is my role during a disaster? This one-day training focuses on emergency management basics including preparedness, roles during a disaster, and communication management. The forum brings together elected officials and emergency management professionals to network and exchange ideas, experience, and information.

The morning begins with registration and a light networking breakfast, followed by the keynote presenter, Kathleen Koch. Kathleen's presentation, "Disaster Leadership Lessons," addresses the process of guiding cities safely through crises, what she sees as the challenge of our time. Later, join Kathleen as she moderates a lessons-learned panel made up of your colleagues to share their experiences leading through a variety of disasters, both natural and caused by people. Hear what went right, and what they wish they had known before, during, and after disaster struck. The morning wraps up with a presentation on public education, awareness, and community involvement in disasters.

Following lunch, the afternoon focuses on the basics of disaster management and communications. Learn who does what in a disaster, the role of elected officials in a disaster situation, the purpose of emergency proclamation, and the process of declaring a disaster.

Finally, we'll end on communication management by revealing the finer points of collection, analysis, and dissemination of information during emergency situations. You'll learn from those who've experienced high-profile emergency events and how to communicate with other jurisdictions, the media, and your constituents. The forum is designed to provide elected officials and their department heads with an overview of emergency management roles and responsibilities in Washington cities, towns, and counties.



About Kathleen Koch

Kathleen Koch is an international speaker on disaster and resilience and founder/executive director of LeadersLink, the first nonprofit to harness and share elected officials' disaster lessons learned to help communities better prevent, prepare for, and recover from similar crises. She is an award-winning journalist and author who for 18 years was a CNN Washington correspondent covering the White House, Pentagon and Capitol Hill as well as numerous disasters including 9/11 and Hurricane Katrina.